

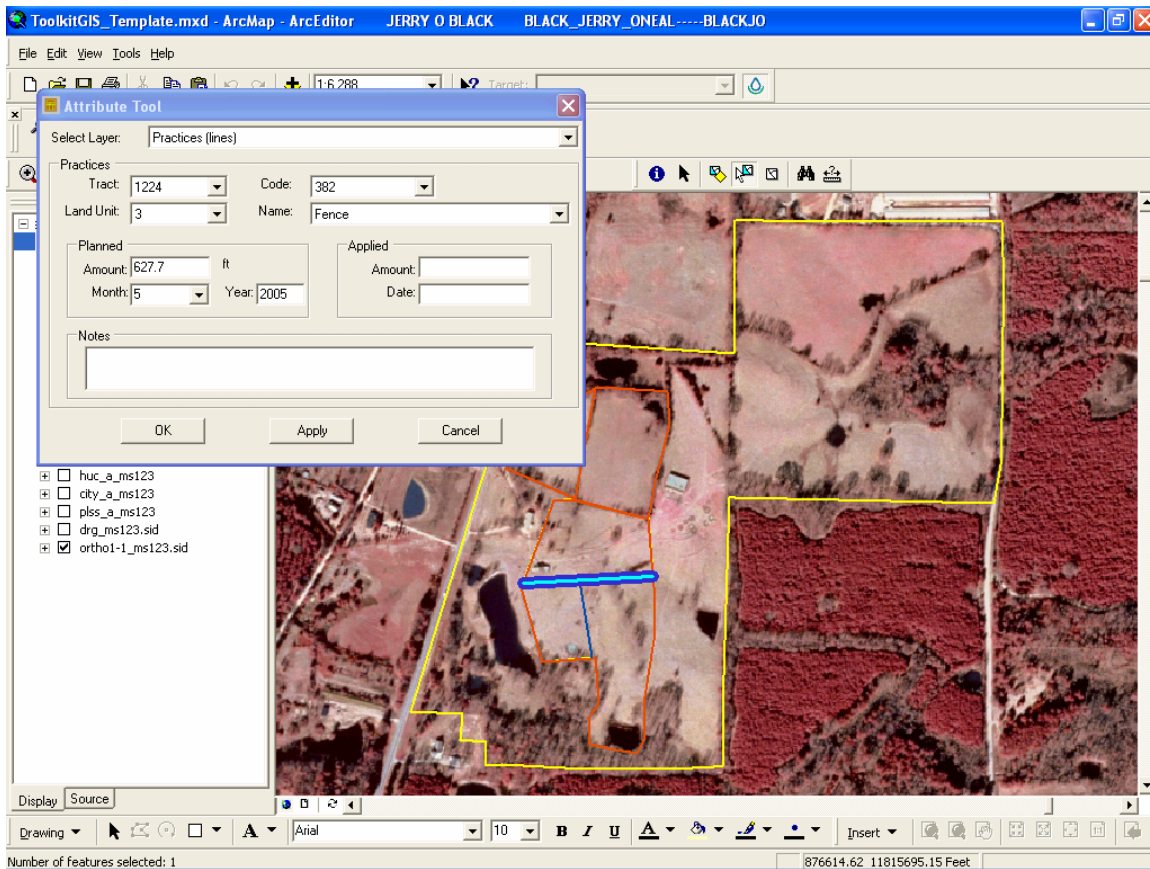
# CR Step-By-Step ARCGIS & CR Form

Start with field review and gather necessary information for documentation while gathering field data for plan.

Write your conservation plan starting with ARCGIS mapping.

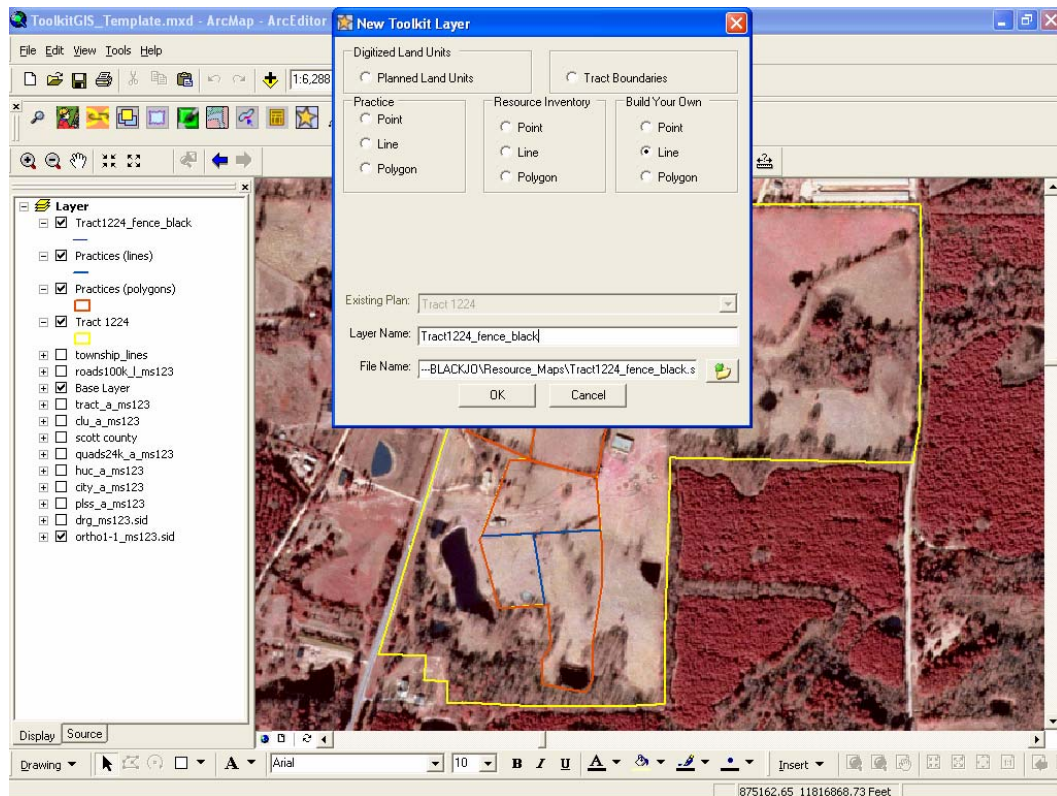
- a. Depending on practice type your undertaking may be:
  - i. A line – such as a fence
  - ii. A point – such as a water facility
  - iii. A polygon such as subsoil on field Y
- b. Create your practices.

An example follows of grazing EQIP plan with cross fence

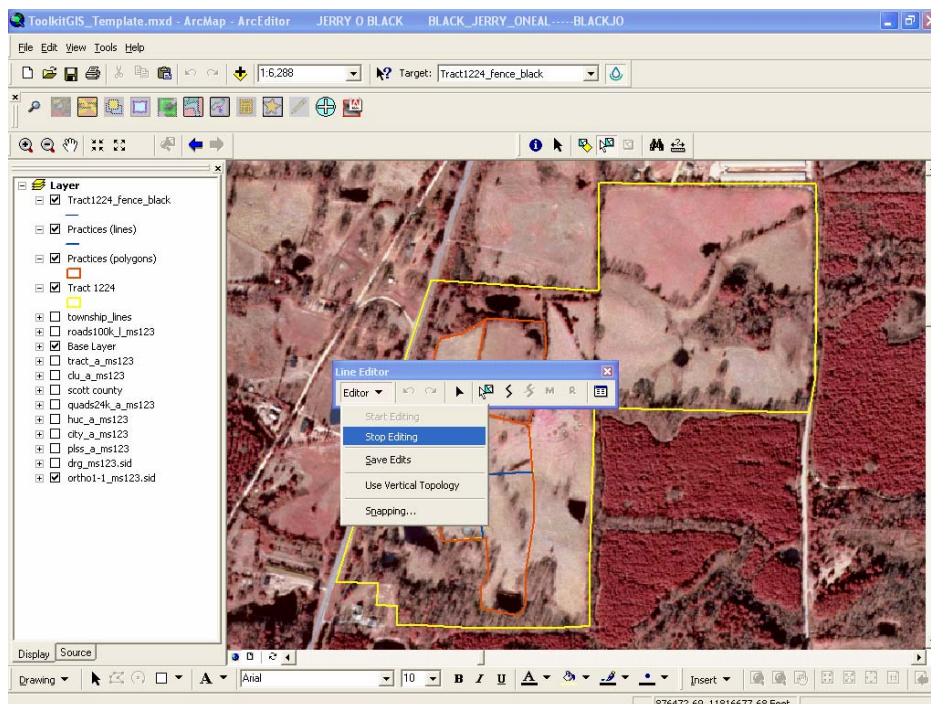


1. Create a new toolkit layer, build you own, select the appropriate layer type (line, polygon, or point), in this example it is a line.

- a. Rename the file with something recognizable and distinct. I usually use this format (T1224\_fence\_black). This means tract 1224 with fence on Mr. Black. Anything unique and identifiable is fine. Note: This is especially necessary if you are going to complete more than one review on a single email. Otherwise the files will have the same name defaulting to line.shp on the shape file

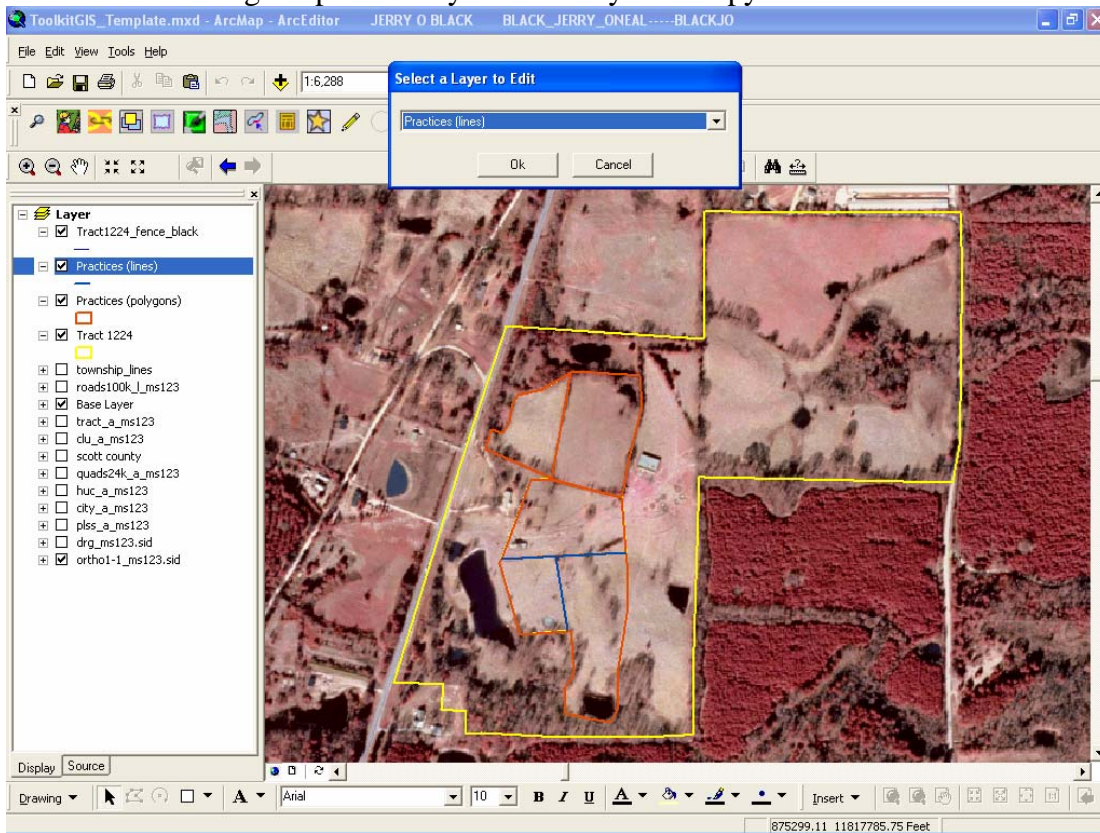


- b. Stop editing

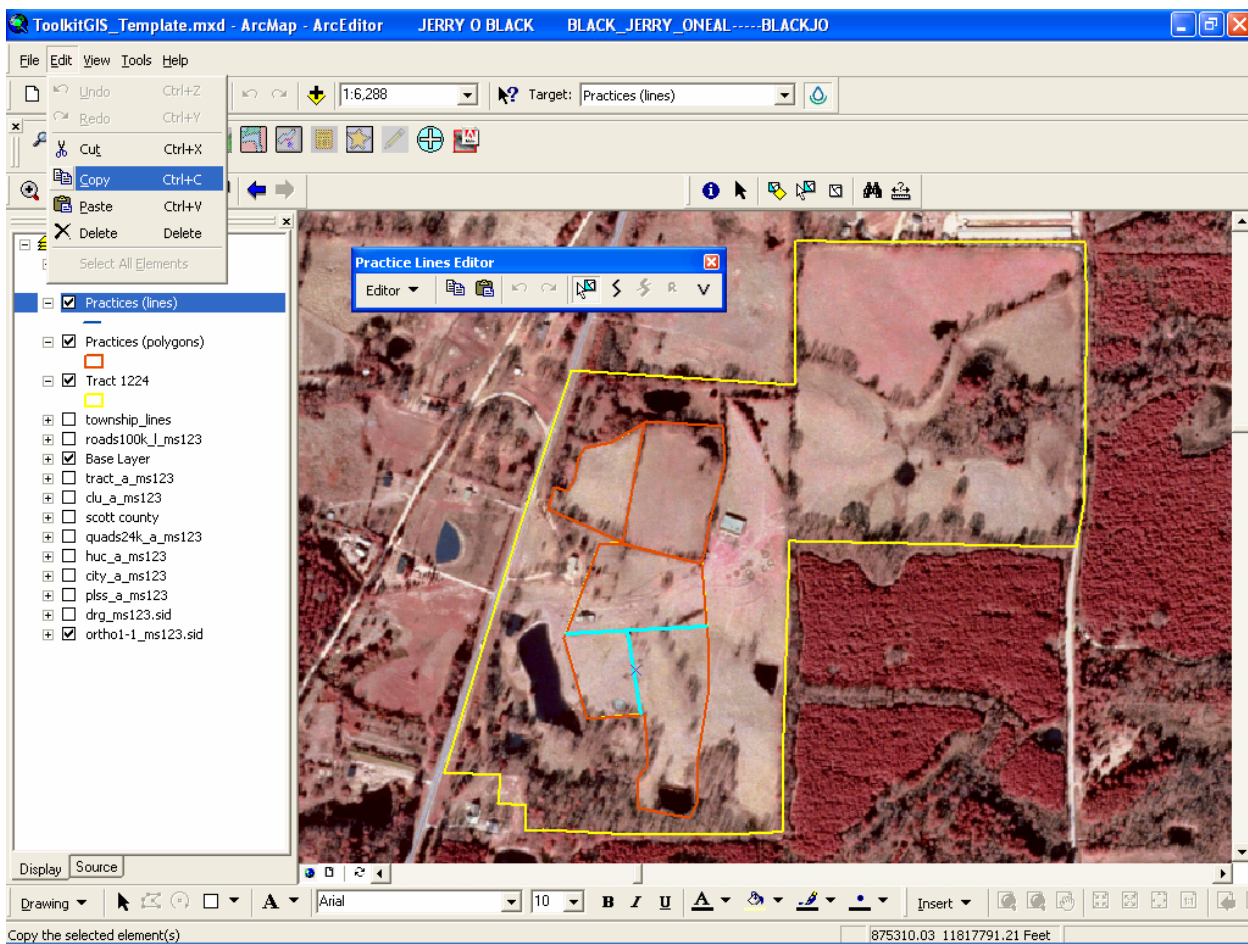




## 2. Start editing the practice layer to allow you to copy the features.

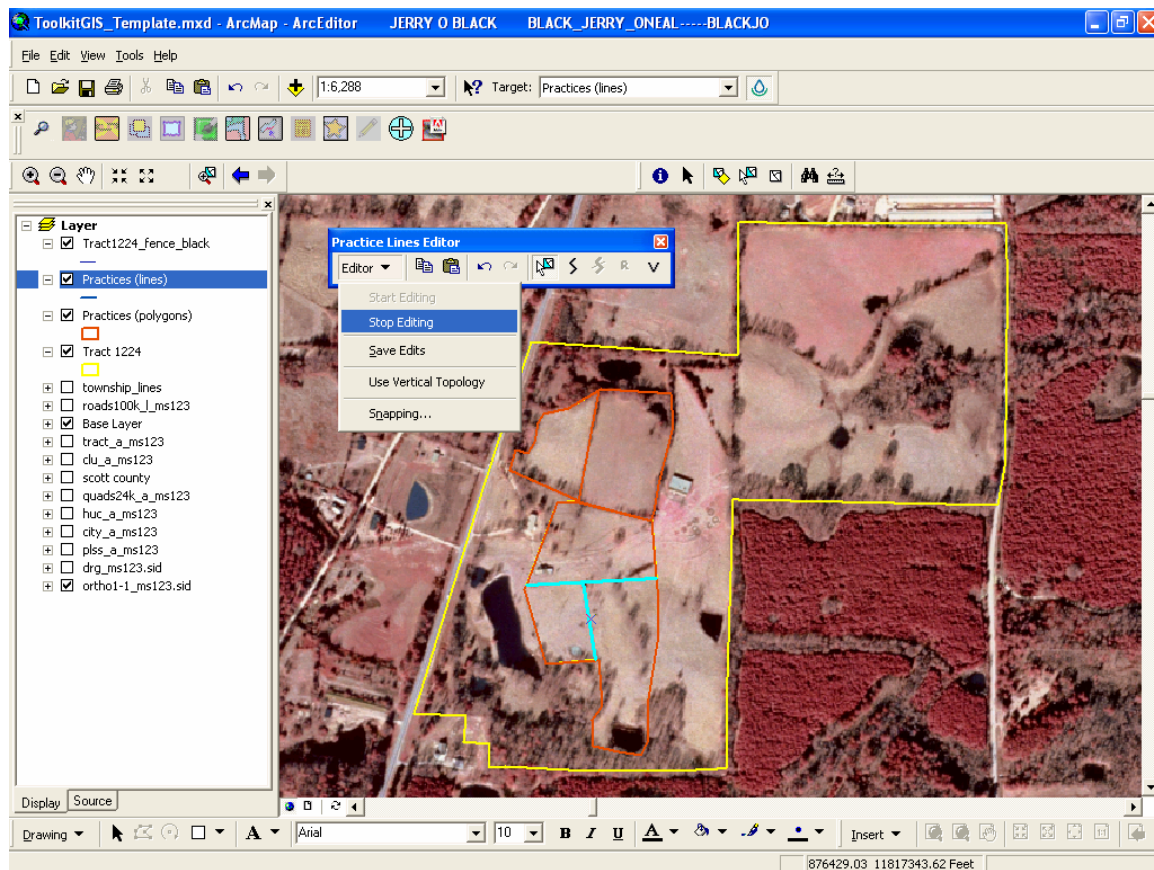


## 3. Select the feature (fence), click edit or the toolbar for practice line editor has a copy option.

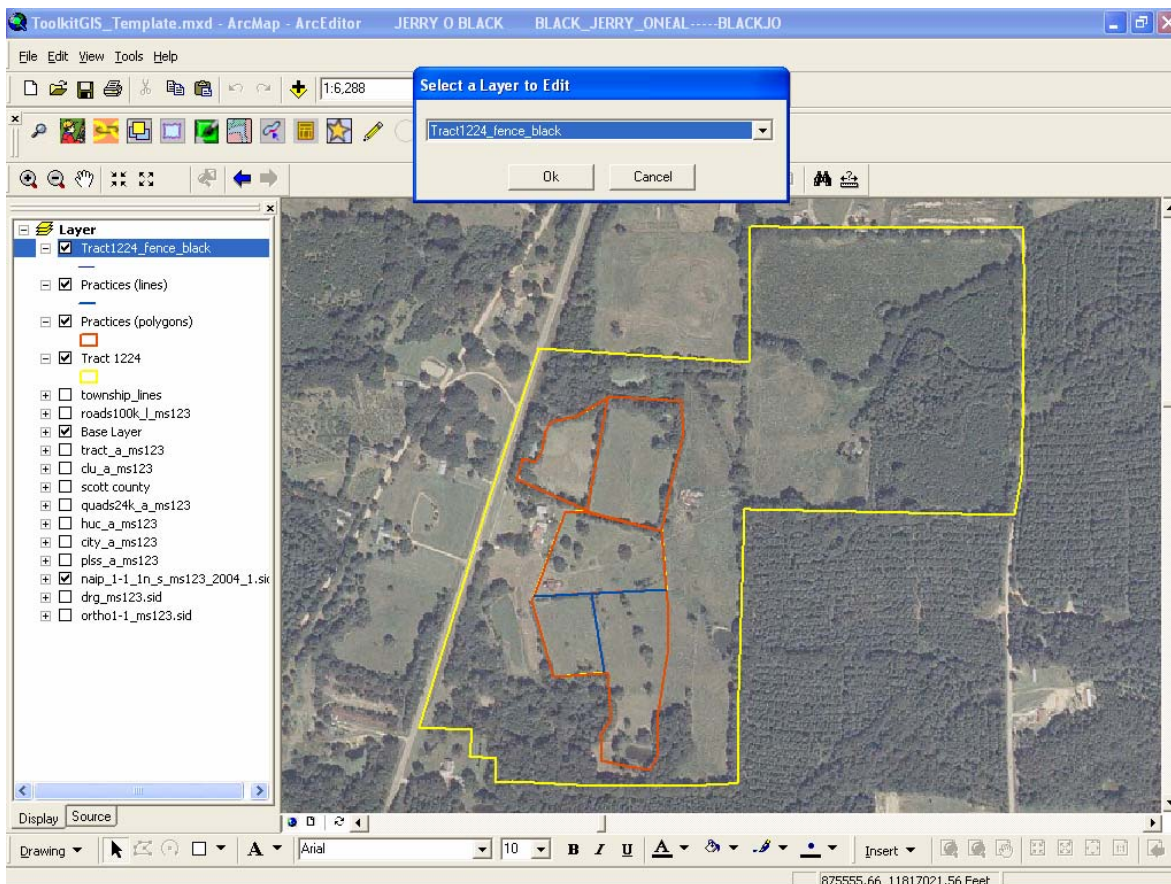




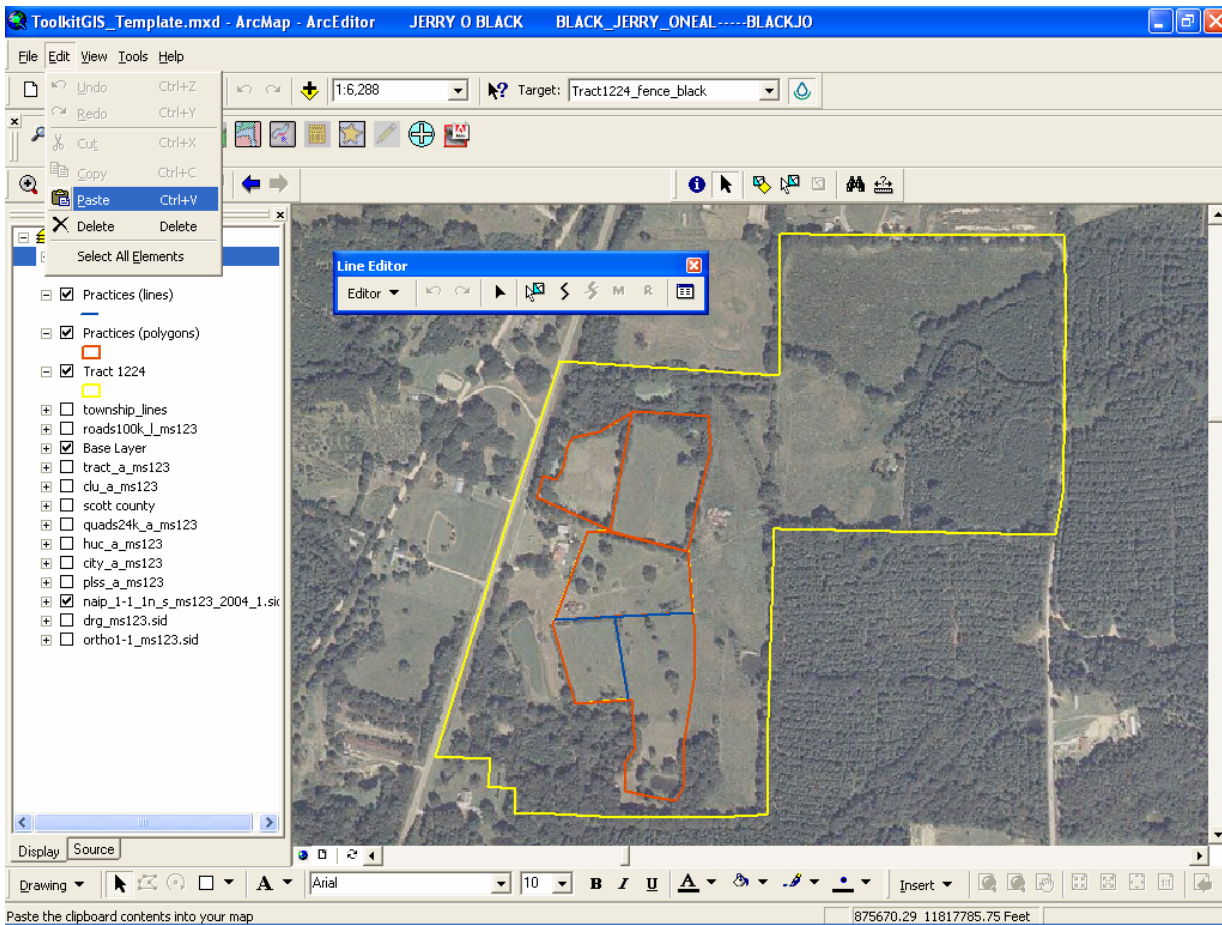
#### 4. Editor, stop editing



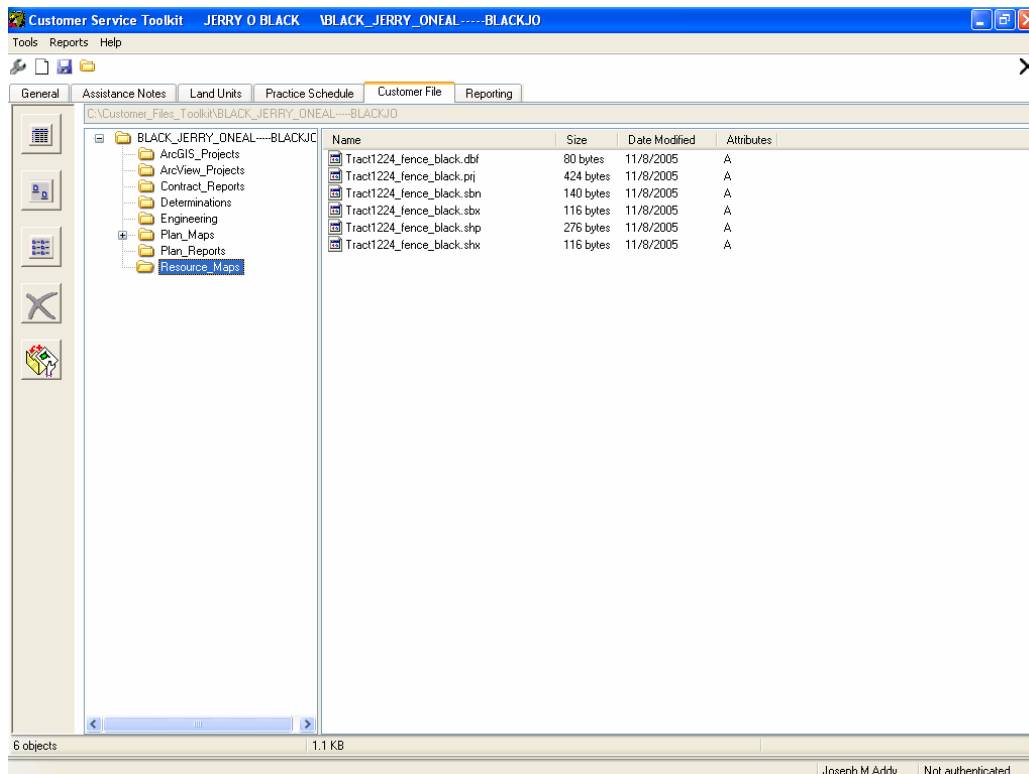
5. Start editing the new layer previously created. Here it is called Tract1224\_fence\_black. This creates the shapefile and associated files you will email Cliff.



6. Click edit and select Paste to paste the copied features to the new layer. NOTE: the line editor has no copy paste option, so you must use the Edit in the word menu when you paste.



7. When you click paste the features should copy to the new layer you created. Save the layer and leave ARCVIEW. You have now created a set of files under your Resource Maps folder.





8. Then go into the Microsoft Access program Cliff has created and type your CR review information and save the EXCEL spreadsheet as instructed by Cliff.

The screenshot shows the Microsoft Access application window titled "Cultural Resources Review". The main form is the "Mississippi Cultural Resources Review Form (MS-CR-1)" (Ver. Oct. 2005). The form is divided into several sections: "A. Informant/Background Information", "B. Field Inspection", and "Additional Comments". The "Output To" dialog box is open, showing a list of formats: Rich Text Format, Data Access Page, Microsoft Excel 97-2003 (selected), Text Files, Microsoft Excel 5-7, HTML, XML, and Snapshot Format. The "Save Record" button is visible at the bottom right of the form.

Customer Name: Jerry Oneal Black  
Land Ownership: Private  
County: [blank]  
Farm #: 1224  
Tract #: [blank]  
Field #: [blank]  
Section Town: [blank]  
Program: EQIP  
Practice Code(s): 382

**A. Informant/Background Information**  
Is the owner/operator aware of any of the items below that occur on the property?  
Indian mounds, old houses, barns, mills, logging camps, bridge, bone, shell, historic artifacts), graves, cemeteries, battlefields  
Are structures or other cultural resources shown on the County Map?  
Are known sites listed in the State Archaeological Site File Section Data?  
Describe cultural resources identified by informant information:  
none

**B. Field Inspection**  
How many acres of the area to be disturbed (APE) was systematically walked and visually inspected for evidence of historic or prehistoric sites?  
Were cultural indicators identified during field inspection?  
Were environmental indicators identified during field inspection?  
If less than 100% of APE inspected, describe the inspected areas:  
Describe cultural and/or environmental indicators found during field inspection:  
none

Additional Comments:  
none

Cultural Resources Review Form Completed By: Joseph M. Addy  
Field Office: Forest Field Service Center  
Date: 11/8/2005

Record: 1 of 1

9. Save the form under resource maps and it will be with your shape file information to attach to the email. This folder is located: Local Disk C:/Customer\_files\_Toolkit/John\_Doe...Busid1234/Resource\_Maps

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Land Ownership: Private  
County: [blank]  
Farm #: 1224  
Tract #: [blank]  
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Additional Comments:  
none

Cultural Resources Review Form Completed By: Joseph M. Addy  
Field Office: Forest Field Service Center  
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Record: 1 of 1

10. Send email to Cliff with attached files. Note: you can create more than one review per email. Just make sure the shape and associated ARCVIEW files are named uniquely.

